

United States Department of Agriculture



Natural Resources Conservation Service
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December 30, 2002

OKLAHOMA BULLETIN NO. OK340-3-1

SUBJECT: SPB – Closing out FY 2002 Practice/Program Reviews

Purpose: To provide guidance on closing out FY-02 practice/program reviews.

Expiration Date: September 30, 2003

Action Required by: January 31, 2003

The following procedures will be used to document completion of required reviews:

Conservation Practice Reviews

Policy in effect for fiscal year 2002 requires all district conservationists ensure that practice reviews required for FY-02 are scheduled and completed prior to January 1, 2003.

District conservationists will complete and sign OK-MGT-WKSHT-1, (dated 02/02) reflecting practice codes certified in FY-02 and indicate the number of practices reviewed (passed, pending, and total) prior to January 1, 2003. The district conservationist's signature will serve as certification that practice reviews have been completed. In the event that required practice reviews have not been completed, use the back of OK-MGT-WKSHT-1 to explain the reasons reviews were not completed, and the scheduled completion date for the reviews. Send the final OK-MGT-WKSHT-1 to the ASTC(FO) by January 31, 2003.

Quality Control of Conservation Practice Reviews

Policy in effect for fiscal year 2002 requires that a quality control review of at least two practices be completed for all persons performing conservation practice reviews. This quality control is to be performed by the Board of Technology (BOT) or their designee.

The State Conservation Engineer and State Resource Conservationist will compile a summary of quality control reviews that were completed and submit to the State Conservationist by January 31, 2002. This summary will also include copies of trip reports or other documentation of findings made during the quality control reviews.

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DIST: AO

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Conservation Program Reviews

Policy in effect for fiscal year 2002 also requires quality reviews of program activities be scheduled and conducted at each field office by December 31, 2002. Review teams need to finalize reports of review activities to date and provide a final report to the Programs section no later than January 31, 2003. In the event that the required program reviews have not been completed, an explanation must be provided. A final report will be developed to summarize the year's activities for statewide program reviews.

M. DARREL DOMINICK
State Conservationist